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COUNTY/COURTS – PERSONNEL ACTION FORM

NEW HIRE ☐ RE-HIRE ☑ ☐
CHANGE IN STATUS ☐ SEPARATION ☐ REINSTATEMENT ☐

EMPLOYEE NAME: Hector Figueroa SOCIAL SECURITY #: [redacted]

ADDRESS: 6 Doolin Bay Drive, Brennan Ests. Bear, DE

ZIP CODE: 19701 PHONE #: 267-539-1159 DATE OF BIRTH: 8/7/1952

GENDER: MALE ☑ FEMALE ☐ MARITAL STATUS: MARRIED ☑ SINGLE ☐ DIVORCED ☐

EMPLOYEE FILE #: 121181 EFFECTIVE DATE: 6/13/2022

DEPARTMENT: Personnel DEPARTMENT #: 10523

POSITION TITLE: Assistant Director of Labor Relations POSITION #: 7000272

FOR NEW HIRES

WORK LOCATION (MUNICIPALITY): Media LABOR CHARGE CODE: 503

SALARY: ANNUAL: $ 115,000.00 HOURLY: $ _____ LOCATION CODE: 000

NEW HIRES / CHANGE IN STATUS [AS APPLICABLE]:

BARGAINING STATUS: (ALL HOURLY)

- AFSCME - GRADE ☐
- PSSU/CPEU ☐
- CID/FOP ☐
- PARK POLICE ☐
- INCINERATOR 77 ☐

NON-BARGAINING STATUS:

- NB – DIRECTOR - ELECTED OFFICIAL/DD-E000 ☐
- NB - SALARIED/SF-S000 ☑
- NB - HOURLY/HF-H000 ☐

OTHER STATUS:

- NFT/HP ☐
- INTERNS/IN ☐
- SUMMER/SM ☐
- : _____ ☐

BASIC WORK WEEK: 35 HOURS ☐ 37.5 HOURS ☐ 40 HOURS ☑

WORK SCHEDULE: MONDAY - FRIDAY ☑ ALL DAYS (SUNDAY-SATURDAY) ☐

NAME OF PERSON REPLACED: _____

DISPOSITION OF REPLACED PERSON: _____

SEPARATIONS:

- ADMINISTRATIVE SEPARATION ☐
- RESIGNATION ☐
- RETIREMENT ☐
- DISCHARGE ☐
- DEATH ☐
- OTHER: _____ ☐

LEAVES OF ABSENCE:

TYPE: _____

FMLA STARTS: _____

STD STARTS: _____

REASON: _____

LAST DATE ACTUALLY WORKED: _____ EFFECTIVE DATE: _____

VACATION DAYS TO BE PAID: _____ COMP HOURS TO BE PAID: _____